

## TE-9, CEFMS COLLECTION VOUCHER PROCESS

### How to create a collection voucher

1. Log on to the appropriate database.
2. Select the following menu options:

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM (menu)

Menu ID: A

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM

- ☐ FINANCIAL MANAGEMENT FUNCTIONS (1)
- ☐ LOGISTICS FUNCTIONS (2)
- ☐ PROJECT MANAGEMENT WBS FUNCTIONS (3)
- ☐ ELECTRONIC SIGNATURE FUNCTIONS (4)
- ☐ DATA MANAGER FUNCTIONS (5)
- ☐ ACCESS REQUEST MGTSYSTEM (6)
- ☐ GLOSSARY (7)
- ☐ CERTIFICATION AUTHORIZATIONS (8)
- ☐ DATABASE ADMIN UTILITIES (9)

Enter menu ID, option ID, or Smart Screen #

1

Go! Prev Menu Exit System

FOA Dist. Div.

TO UFC

Record: 1/1

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM (menu)

Menu ID: AA

**CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM**

- ☐ WORK MANAGEMENT (1)
- ☐ BUDGET/MANPOWER/RESOURCE PLANS (2)
- ☐ FINANCIAL MANAGEMENT (3)
- ☐ INTERFACES (4)
- ☐ TRAVEL (5)
- ☐ TRAINING (6)
- ☐ POST CONVERSION FUNCTIONS (7)
- ☐ YEAR-END CLOSING (8)
- ☐ REORGANIZATION (9)

Enter menu ID, option ID, or Smart Screen #

3

Go! Prev Menu Exit System

FOA Dist. Div.

TO UFC

Record: 1/1

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESG Help Window

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM (menu)

Menu ID: AAC

**FINANCIAL MANAGEMENT FUNCTIONS MENU**

<input type="checkbox"/> FUNDING (1)	<input type="checkbox"/> COST ACCOUNT MAINTENANCE (13)
<input type="checkbox"/> REQUESTS FOR GOODS AND SERVICES (2)	<input type="checkbox"/> MAINTAIN JUDGMENT FUND LIABILITY (14)
<input type="checkbox"/> OBLIGATIONS (3)	<input type="checkbox"/> VIEW RF OPERATIONS TRANSACTIONS (15)
<input type="checkbox"/> EXPENDITURES/DISBURSEMENTS (4)	<input type="checkbox"/> VIEW APPROPRIATION INFORMATION (16)
<input type="checkbox"/> TRAVEL (5)	<input type="checkbox"/> VIEW COST ACCOUNT DATA (17)
<input type="checkbox"/> ASSET/FACILITY MANAGEMENT (6)	<input type="checkbox"/> VIEW RF ACCOUNT SUMMARY (18)
<input type="checkbox"/> LABOR/PAYROLL (7)	<input type="checkbox"/> REPORTS (19)
<input type="checkbox"/> BILLINGS/COLLECTIONS (8)	<input type="checkbox"/> VIEW CASH/NON CASH COLLECTION (20)
<input type="checkbox"/> TRANSFERS (9)	
<input type="checkbox"/> COST SHARING (10)	
<input type="checkbox"/> DEFERRED & UNDISTRIBUTED ITEMS (11)	
<input type="checkbox"/> GENERAL LEDGER JOURNAL ENTRY (12)	

Enter menu ID, option ID, or Smart-Screen #

8

Go! Prev Menu Exit System

FOA Dist. Div.  
TO UFC

Record: 1/1

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM (menu)

Menu ID: AACH

**PREPARE BILLS AND COLLECT FUNDS MENU**

☐ REVENUE GENERATING AGREEMENTS (1) ☐ VIEW BILL/COLLECT DETAIL (13)

☐ CUSTOMER BILLINGS (2)

☐ COLLECTIONS (3)

☐ CREATE/CONFIRM/ADJUST DEPOSITS (4)

☐ PRINT DEPOSIT TICKET REPORT (5)

☐ VIEW GENERAL LEDGER SUMMARY (6)

☐ VIEW BILL/COLLECT TRANSACTIONS (7)

☐ VIEW DEPOSITS (8)

☐ UNCOLLECTED A/R CANCELED APPROPS (9)

☐ UNCOLLECTED ACCOUNTS RECEIVABLE (10)

☐ VIEW OPEN RECEIVABLES BY AMOUNTS (11)

☐ VIEW OPEN RECEIVABLES BY AGE (12)

Enter menu ID, option ID, or Smart Screen #

3

Go! Prev Menu Exit System

FOA Dist. Div.

TO UFC

Record: 1/1

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

CORPS OF ENGINEERS CORPORATE MANAGEMENT INFORMATION SYSTEM (menu)

Menu ID: AACHC

**COLLECTIONS MENU**

- ☐ COLLECT FOR SELF - CFS (1)
- ☐ COLLECT BY OTHERS - CBO (2)
- ☐ COLLECT FOR OTHERS - CFO (3)
- ☐ COLLECTION VOUCHER CERTIFICATION (4)
- ☐ COLLECTION REVERSAL MENU (5)
- ☐ PRINT COLLECT/DISBURSE VOUCHER (6)
- ☐ CFO COLLECTIONS REPORT (7)
- ☐ VIEW CASH REMITTANCES (8)
- ☐ VIEW IPAC COLLECTION (9)
- ☐ ADJUST SUSPENSE / 96 R 5090 (10)

Enter menu ID, option ID, or Smart Screen #

1

Go! Prev Menu Exit System

FOA Dist. Div.

TO UFC

Record: 1/1

Select Menu Option 1  
Or, Smart path using AACHC1

Hit Enter twice

Select the appropriate DSSN (8735 or 8736)

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

Collection FOR SELF Voucher Create / Update 2.99.1

Collection Voucher No:

Receiving Office Voucher No:

Transmittal Number:  Disbursing Month:  Disbursing Year:

**Authorized Disburser**

Org:

Name:

Tel#:

**Authorized Collector**

Org:

Name:

Title:

Addr:

City:

State:  Zip:

Tel#:

**Disbursing Officer**

Org: TOB0640 DISBURSING DIVISION

Name: ANNE M SCHMITT-SHOEMAKER

Tel#: 901-874-8648

Coemis Conversion Collection? ☐ Period: 200505 Received Date:

Collect Date: 23-MAY-2005

Certify Ind: ☐ Certify Date:

Disbursing Station: 8736 Civil/Military Ind: ☐

Collection Amount:

Collection Category: CFS COLLECTION FOR SELF

Pg 2 QUERY: ☐ Certified ☐ Uncertified ☒ Both

Prev Page Prev Next Query List Save Exit Next Page

Enter the Disbursing Station Symbol Number. Press <F4> for list.

Record: 1/1

F4 to select pmt method

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

Collection FOR SELF Remittances Create / Update 2.99.2

Collection Voucher No:  IPAC DSSN:  Ref FC Bill:   
Receiving Office Voucher No:  IPAC Date:  Remittance Item No:   
Pay Method:  Pay Ref No:  FC Ind:   
Bill No:  Reimb Src:  Item No:  Bill ID:   
Collect/Due Amt:  /   
FC Collect/Due Amt:  /   
Description:   
Debtor ID:  Debtor Class:   
Name:  Advance Acct No:   
Address:  Saacons Site ID:   
City:  Ref Bill No:   
State:  Zip:  Country:  Rolled Over? ☐ Reversed? ☐  
Deposit Ticket No:   
Collect Type:  Program No:  Year:   
Remit Type:   
CFO EAID No:   
☐ View Form Functions Menu Ctrl F8

Prev Page Prev Next Query List Save Exit Next Page

F4 to list- or Ctrl F2 to view Foreign Currency Breakdown for existing flux line  
Record: 1/1 ... List of Valu...

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESG Help Window

PAYMENT METHOD

Find\*

Payment Method Description	Code
BANK DRAFT	BDRA
BANK MONEY ORDER	BMNO
CASH	CASH
CERTIFIED CHECK	CCHE
CREDIT CARD	CRDC
DIRECT DEPOSIT	DIRD
ELECTRONIC FUNDS TRANSFER	EFT
FOREIGN CURRENCY ELEC FUND TRANSFER- EUR	EUEF
FOREIGN CURRENCY ELEC FUND TRANSFER- WON	KWEF
FOREIGN CURRENCY TYPE CHECK	FCCH
Foreign Funded Bank Check	FFTC
INTRA-GOVERNMENTAL PAYMENT AND COLLECTIO	IPAC
OPAC COLLECTIONS/LIMITED PAY/RECERTIFIED	OPAC
PERSONAL CHECK	PCHR

Find OK Cancel

Ref FC Bill:   
Remittance Item No:   
No:  FC Ind:   
Bill ID:   
  
  
  
  
Advance Acct No:   
Saacons Site ID:   
Ref Bill No:   
Rollover? ☐ Reversed? ☐  
Deposit Ticket No:   
  
Program No:  Year:   
Ctrl F8

Prev Page Prev Next Query List Save Exit Next Page

Choices in list: 17  
Record: 1/1 ... List of Valu...



Enter your payment reference number

The screenshot shows the 'USACE Finance Center CEFMS' application window. The title bar indicates the window is for 'Collection FOR SELF Remittances Create / Update' version 2.99.2. The menu bar includes Action, Edit, Block, Field, Record, Query, ESIG, Help, and Window. The form contains various input fields for remittance data. An arrow from the instruction 'Enter your payment reference number' points to the 'Pay Ref No' field, which is highlighted with a blue border and contains the text 'SAMPLE'. Other fields include Collection Voucher No, Receiving Office Voucher No, IPAC DSSN, IPAC Date, Ref FC Bill, Remittance Item No, Pay Method (CASH), Bill No, Reimb Src, Item No, Bill ID, Collect/Due Amt, FC Collect/Due Amt, Description, Debtor ID, Debtor Class, Name, Address, City, State, Zip, Country, Advance Acct No, Saacons Site ID, Ref Bill No, Rolled Over?, Reversed?, Deposit Ticket No, Collect Type, Remit Type, Program No, Year, and CFO EAID No. At the bottom, there are navigation buttons: Prev Page, Prev, Next, Query, List, Save, Exit, and Next Page. A status bar at the very bottom shows 'Record: 1/1'.

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

Collection FOR SELF Remittances Create / Update 2.99.2

Collection Voucher No: IPAC DSSN: Ref FC Bill:

Receiving Office Voucher No: IPAC Date: Remittance Item No: 1

Pay Method: CASH CASH Pay Ref No: SAMPLE FC Ind:

Bill No: Reimb Src: Item No: Bill ID:

Collect/Due Amt: /

FC Collect/Due Amt: /

Description:

Debtor ID: Debtor Class:

Name: Advance Acct No:

Address: Saacons Site ID:

Ref Bill No:

Rolled Over? Reversed?

Deposit Ticket No:

City: State: Zip: Country: Program No: Year:

Collect Type: Remit Type:

CFO EAID No: View Form Functions Menu Ctrl F8

Prev Page Prev Next Query List Save Exit Next Page

Enter Check #, Money Order #, 'CASH', etc. or other Reference Number.

Record: 1/1

F4 to select bill number (if applicable)

F2

Tab to bill number

Enter bill number

F3

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

v2.1.3 Bill Register List Screen for 'CFS'CB0 Collections 4.153

Bill Identifier:

Bill Number

Bill Reference No  FSN Code  Period End Date  Payment Due Date

Reimb Src	Item No	Collect/ Remit Type	Fund Account No	Financing Appropriation	Amount Billed	Amount Collected	Amount Due

**FOR FASTEST RETRIEVAL OF BILL INFORMATION:**

A) If Cust Order Bill, Query on Bill Identifier or Bill Number. B) If NON Cust Order Bill, Query on Bill Number.

Select

Prev Page Execute Cancel Query List Save Exit Next Page

Enter a query; press F3 to execute, F10 to cancel.

Record: 1/1 Enter-Qu...

Page down to select line item  
Enter

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

v2.1.3 Bill Register List Screen for 'CFS'/'CBO Collections 4.153

Bill Identifier: 50007ST0

Bill Number: 7000042 Bill Reference No: FSN Code: 96400 Period End Date: 19-MAY-2005 Payment Due Date: 18-JUN-2005

Reimb Src Item No	Collect/ Remit Type	Fund Account No	Financing Appropriation	Amount Billed	Amount Collected	Amount Due
1	TS/7	96	X 9999 0000	240.96	0.00	240.96

**FOR FASTEST RETRIEVAL OF BILL INFORMATION:**

A) If Cust Order Bill, Query on Bill Identifier or Bill Number. B) If NON Cust Order Bill, Query on Bill Number.

Select

Prev Page Prev Next Query List Save Exit Next Page

Enter Query and Click on Item or Page Down to select item.

Record: 1/3

Enter any comments in the description lines

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

Collection FOR SELF Remittances Create / Update 2.99.2

Collection Voucher No: IPAC DSSH: Ref FC Bill:

Receiving Office Voucher No: IPAC Date: Remittance Item No: 1

Pay Method: CASH CASH Pay Ref No: CASH FC Ind:

Bill No: 7000042 Reimb Src: Item No: 1 Bill ID:

Collect/Due Amt: 240.96 / 240.96

FC Collect/Due Amt:

Description:

Debtor ID: Debtor Class: PB PUBLIC

Name: Name of Debtor

Address: Address of Debtor

City: City of Debtor

State:

Country:

Collect Type: TS TRAVEL SETTLEMENT

Remit Type: 7 TRAVEL ADVANCE RECOUPMENT

CFO EAID No:

Advance Acct No:

Saacons Site ID:

Ref Bill No:

Rolled Over? Reversed?

Deposit Ticket No:

Program No: Year:

View Form Functions Menu Ctrl F8

Prev Page Prev Next Query List Save Exit Next Page

Enter the Amount that was received for this Remittance Item if LESS than shown.

Record: 1/1

If bill only has one line, hit control S to save the record or click on the save button

If the bill has multiple lines to be collected, press the down arrow key to pull in the next line  
If collecting multiple bills, press F9 to add a new record  
When complete, control S to save. Or click on the save button.

The screenshot displays the USACE Finance Center CEFMS application window. The title bar reads "USACE Finance Center CEFMS". The menu bar includes "Action", "Edit", "Block", "Field", "Record", "Query", "ESIG", "Help", and "Window". The main window title is "Collection FOR SELF Remittances Create / Update 2.99.2".

The form contains the following fields and values:

- Collection Voucher No: [Empty]
- Receiving Office Voucher No: [Empty]
- Pay Method: **CASH** (selected), CASH
- Bill No: **7000042**
- Collect/Due Amt: **240.96**
- FC Collect/Due Amt: [Empty]
- IPAC DSSH: [Empty]
- IPAC Date: [Empty]
- Reimb Src: [Empty]
- Item No: **1**
- Bill ID: [Empty]
- Ref FC Bill: [Empty]
- Remittance Item No: **1**
- Pay Ref No: **CASH**
- FC Ind: [Empty]
- City: **BARTLETT**
- State: **TN**
- Zip: **38133**
- Country: [Empty]
- Collect Type: **TS** (selected), TRAVEL SETTLEMENT
- Remit Type: **7** (selected), TRAVEL ADVANCE RECOUPMENT
- CFO EAID No: [Empty]
- Deposit Ticket No: [Empty]
- Program No: [Empty]
- Year: [Empty]
- Reversed?: [Empty]

A modal dialog box titled "Forms" is overlaid on the form. It contains the text: "Press <Down Arrow> to pull in next Bill Line Item or <F9> for New record." and an "OK" button. Two arrows point from the text above to the dialog box: one from "press the down arrow key" to the dialog, and another from "press F9 to add a new record" to the "OK" button.

At the bottom of the form, there is a "View Form Functions Menu Ctrl F8" checkbox and a row of buttons: "Prev Page", "Prev", "Next", "Query", "List", "Save", "Exit", and "Next Page". The status bar at the very bottom shows "Record: 1/1".

CEFMS will then give you a collection voucher number

**USACE Finance Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

Collection FOR SELF Voucher Create / Update 2.99.1

Collection Voucher No: 511360

Receiving Office Voucher No:

Transmittal Number:

Disbursing Month:

Disbursing Year:

**Authorized Disburser**

Org: TOB0642 PAYMENT/IPAC BRANCH

Name: MATTHEW L. JOYNER

Tel#: 901-874-8664

**Authorized Collector**

Org:

Name:

Title:

Addr:

City:

State: Zip:

Tel#:

**Disbursing Officer**

Org: TOB0642 PAYMENT/IPAC BRANCH

Name: MATTHEW L. JOYNER

Tel#: 901-874-8664

Coemis Conversion Collection? ☐ Period: Received Date:

Collect Date: 20-MAY-2005

Certify Ind: ☐ Certify Date:

Disbursing Station: 8736 USACE FINANCE CENTER Civil/Military Ind: C

Collection Amount: 2782190.16

Collection Category: CFS COLLECTION FOR SELF

Pg 2

QUERY: ☐ Certified ☐ Uncertified ☒ Both

Prev Page Prev Next Query List Save Exit Next Page

Record: 1/?